



# Kate Smith

SUBSTITUTE TEACHER

## Details

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442  
[email@email.com](mailto:email@email.com)

DRIVING LICENSE

Full

PLACE OF BIRTH

San Antonio

## Links

[Resume.io](#)

[Resume Viking](#)

## Skills

Leadership

Classroom Management

Conflict Resolution

Modified Instructional  
Techniques

Knowledge of Educational  
Philosophies

Advanced Teaching Techniques

## Hobbies

Blogginh, Gymnastics,  
Glassblowing

## Languages

Mandarin

French

Italian

## Profile

Highly proficient Substitute Teacher with imaginative instructional demeanor and aptitude in smart learning approaches. 12+ years' experience teaching elementary grades with a bachelor's degree in Child Psychology and certified to teach in all states across the Mid-West Region. Very motivated on engaging and enthusing learners to achieve their ultimate potential.

## Employment History

### Substitute Teacher, Northville Primary School, Boston

JANUARY 2021 – PRESENT

Facilitating lessons for Grade 3 Pupils daily, by handing out learning materials, setting up props, and handing out art and stationery supplies.

- Acknowledged praise from the principal for the frequent capability of arriving within very short notice, respectable, equipped, and ready to involve the students.
- Assumed provisional leadership roles for after-school programs such as football coaching and Substitute Teaching. Asked to be an assistant coach permanently.

### Substitute Teacher, St Mary's DSG, San Francisco

JANUARY 2019 – DECEMBER 2020

Substituted for Biology, English, and Maths classes for all elementary grades, throughout the 2020 school year

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- Revised lesson plans to correspond to changes in curriculum. Acknowledged by teachers for attention to detail
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- Revised lesson plans to correspond to changes in curriculum. Acknowledged by teachers for attention to detail.
- Regularly filled in when the soccer coach was absent at practices. Improved student participation in drills by 30%.

### Substitute Teacher, Menlo Park High School, New York

JANUARY 2017 – NOVEMBER 2018

Responsible for planning lessons for all elementary grades that teach learners via practical and theoretical examples.

- Conducting tests and assessments.
- Grading students' assignments and monitoring their progression.
- Supervising learners during lunchtimes in the cafeteria and on the playground during recess, ensuring their safety.
- Distributing tests, monitoring exam sessions, collecting exam papers, and doing the grading thereof.
- Preparing draft lesson outlines, creating worksheets for learners to do during lessons.

## Education

### Master's Degree in Curriculum and Instruction, University of Arizona, Buffalo

JANUARY 2021 – PRESENT

### Bachelor's Degree in Creative Writing, Ashford University, Ashford

JANUARY 2018 – DECEMBER 2020

- GPA: 3.5
- Majors: Communication Sciences, Creative Writing.
- Honors: Deans List

**Bachelor's Degree in Education, Chicago State University, San Vicente Chicoloapan**

JANUARY 2016 – JULY 2018

- Majors: Reading, Literature, Pedagogy.
- Minors: Curriculum Design, Instructional Technology, Instruction Design.

**Courses**

**General Education Certificate, Miami Secondary School, FL.**

JANUARY 2021 – JANUARY 2021